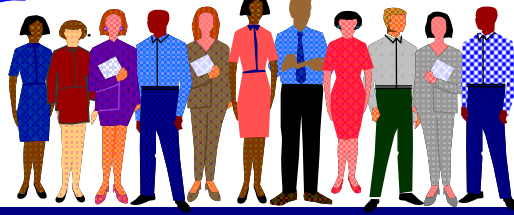


# Personnel Issues & You



UPPS Newsletter 2003-9

September 1, 2003

*Personnel Cabinet  
5th Floor, 200 Fair Oaks Lane  
Frankfort, Kentucky 40601*

*Secretary  
Carol M. Palmore  
Suite 516, 502-564-7430  
Fax 502-564-7603*

*Julie True, Commissioner  
Department for  
Employee Relations  
Suite 511, 502-564-7911  
Fax 502-564-4311*

*Herb Sheeting, Commissioner  
Department for  
Personnel Administration  
Suite 530, 502-564-2428  
Fax 502-564-5826*

*Personnel Cabinet Web Site  
<http://personnel.ky.gov/>*

## New Payroll Codes

Payroll code 906 now includes Voting Leave and Election Leave and payroll code 907 has been re-defined as Steward Leave. Only employees selected by the employee organization recognized by the Governor's Employee Advisory Council to represent them are eligible for this leave and are limited to a maximum of fifteen (15) hours per month.

## Signature Authority

It is the responsibility of each agency to issue and revoke signature authority. In the future, if the Personnel Cabinet establishes that an agency has a former employee's signature still on file authorized to sign P1s, all P1s will be blocked until this is resolved with a new signature authorization form properly submitted. The forms to issue as well as revoke a signature can be found at <http://kygovnet.state.ky.us/personnel/formlby.htm>.

## Local Tax Updates

Martin County has adopted a local tax. The local tax code is 05-99 and is 1% of the employees' gross. This new tax became effective July 1, 2003.

The city of Bardstown has adopted a local tax effective August 1, 2003. The local tax code is 31-01 and the tax rate is .50%. This also affects Nelson County in that Bardstown's city tax will begin after the Nelson County max is met.

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## Two of Personnel Cabinet's Finest Retire



Commissioner Herb Sheeting

Herb Sheeting, Commissioner of the Department for Personnel Administration retired as of September 1, 2003. Herb's career with the Commonwealth began in 1976. Throughout the years, Commissioner Sheeting has worked in the Department for Employment Services, The Cabinet for Human Resources, The Department for Social Services, the Department of Corrections, and now ends his career in the Personnel Cabinet.

Commissioner Sheeting has been the catalyst behind some innovative ideas at several levels, an excellent representative of the Cabinet in providing a variety of training to agencies throughout the state and an overall asset to the Personnel Cabinet.

Please join us in extending our best wishes to him.

Also retiring is David Cooke. Most people associate Mr. Cooke with the many Empower Kentucky projects that have changed the way the Personnel Cabinet operates and looks to job applicants. These projects include statewide listings of job vacancies and class specifications on the internet, the on-line register system, and web page devoted specifically to "Applying for State Employments". Questions regarding Staffing Services should be addressed to the appropriate branches of Employment Counseling 564-8030, Register 564-6922, Applicant Processing 564-8030, or Staffing Analysis 564-6702. We want to take this opportunity to wish our best to David Cooke.



David Cooke

# PERSONNEL CABINET TELEPHONE LISTING, SEPTEMBER 2003

<b>OFFICE OF THE SECRETARY, SUITE 516, (4-7430)</b> <b>CAROL M. PALMORE</b> Lisa Wilhoite, x 2019 Margaret Daniel, x 2218	
<b>OFFICE OF ADMINISTRATIVE &amp; LEGAL SERVICES</b> <b>DIRECTOR'S OFFICE (4-7430)</b> Charice Hawkins, x 2030 Dave Holzwarth, x 2212 <b>Burr Lawson, x 2217</b> Linda Wilson, 4-7409, x 2020 Theresa "Terry" Wood, x 2210 <b>ADMIN. SERVICES</b> <b>Walt Gaffield, 4-7409, x 2226</b> Elinda Manley, 4-7409, x 2214 Lisa Wilson, 4-7409, x 2222 <b>STATE EEO</b> Jammie Smith, x 2221 Bruce Trent, 573-0318, x 241 <b>GENERAL COUNSEL</b> Sue Britton, x 2213 <b>Dan Egbers, 4-7430</b>	
<b>SYSTEMS MANAGEMENT (ROOM 529, 4-0198)</b> Brad Atkinson, x 2526 Jeanne Campbell, x 2723 Diane Collins, x 2560 Connie Gregory, x 2101 Travis Humphries, x 2725 <b>Neal Lanham, x 2146</b> Susan Stinnett, x 2737 Joanna Warhus, x 2740 Beverly Wilhoite, x 2741 Ferlin Wright, x 2542 Vacant x 2523 Computer Room, x 2520, 2600, 2524	
<b>OFFICE OF PUBLIC EMPLOYEE HEALTH INSURANCE</b> <b>ROOM 501 (4-0358)</b> <b>DIRECTOR'S OFFICE</b> Jackie Beach, x 2127 Tonya Brown, x 8214 J.R. Dobner, x 2112 <b>Carl Felix, x 2130</b> Jill Hunter, x 2161 Sharley Hughes, x 2116 Marsha Morris, x 2132 Angie Whitaker, x 2160 <b>MEMBER SERVICES</b> <b>ROOM 501 (4-6534)</b> <b>888-581-8834</b> Glenn Brothers, x 2150 Cindy Dempsey, x 2176 Sharon Gilbert, x 2162 Merla Graves, x 2159 Mae Green, x 2177 Jerry Jones, x 3142 Susan Popp, x 2168 <b>Donna Scott, x 2166</b> Clara Serafini, x 2164 Sandra Shelton, x 2137 Hannah Stanfield, x 2167	
<b>DATA ANALYSIS (4-9097)</b> Jonathan Cordier, x 2022 Tara Moore, x 2163 Trent Murphy, x 2115 <b>Eric Poston, x 2135</b> Brenda Roark, x 2131 Cindy Thomas, x 2141	
<b>ENROLLMENT INFORMATION</b> <b>ROOM 503 (4-1205)</b> Paula Chisholm, x 2172 Bess Crawford, x 3136 <b>Reina Diaz-Dempsey, x 3130</b> Cheryl Gay, x 2147 Sabrena Hockensmith, x 2171 Julia Hughes, x 2175 Lynn Jones, x 2181 Mamatha Kotha, x 2148 Philip Luckett, Sr., x 2178 Vickie Poole, x 2173 Jack Renfro, x 2165 Teresa Shipley, x 2174 Jeffrey Wiley, x 2179 Christina Winans, x 2144 Scan Room, x 2148	
<b>KY PUBLIC EMPLOYEES DEFERRED COMP AUTHORITY</b> <b>105 SEA HERO ROAD, SUITE 1 (573-7925) 800-542-2667</b> <a href="mailto:persdeferredcomp@mail.state.ky.us">persdeferredcomp@mail.state.ky.us</a> <b>EXECUTIVE DIRECTOR</b> <b>Robert C. Brown</b> Pat Goodlett <b>PAYOUT COUNSELING</b> Dick Ernst Julie Gordon Jackie Hannah Julia Holbrook	
<b>INVESTMENT &amp; RECORDS</b> Kimberly Ball Leanne Barger Jody Dunn <b>Sandi Whitaker</b> <b>PARTICIPANT SERVICES</b> Gayle Davis Jean Glone Sue Gravitt <b>Jean Henning</b> Donna Towles	
<b>DEPARTMENT FOR EMPLOYEE RELATIONS</b> <b>COMMISSIONER'S OFFICE, SUITE 511 (4-7911)</b> <b>Julie True, x 2121</b> Kim Kain, x 2120	
<b>DIVISION OF EMPLOYEE BENEFITS</b> <b>LIFE INSURANCE</b> <b>SUITE 511 (4-6847)</b> <b>Tina Johnson, (4-3433, x 2118)</b> Clark Rowland, x 2126 Darlene Stewart, (4-3433, x 2023)	
<b>ROOM 503 (4-4774) 800-267-8352</b> Gaye Adcock, x 3146 Michele Ellis, x 3135 Melinda Giles, x 3143 Joe Hughes, x 3145 Jeri Payton, x 3147 Kimberly Quinn, x 3132 <b>Sharon Spencer, x 3133</b>	
<b>WORKERS COMPENSATION</b> <b>SUITE 511 (4-6847)</b> Melissa Clay, x 2125 Mandi Flynn, x 2251 Angela Gould, x 2134 Jeffrey Hockensmith, x 2301 Valerie McGrath, x 2333 Debbie Mitchell, x 2123 <b>Donna Shelton, x 2113</b> Vickie Smitha, x 2200 Paula Spicer, x 2250	
<b>EMP ASSISTANCE</b> <b>BUSH BLDG (4-5788)</b> <b>800-445-5327</b> <b>Mary Jane Cowherd, x 222</b> Doug Crowe, Sr., x 224 Barbara D. Henderson, x 225 Trina Jennings, x 223 Tammy Tyson, x 221	
<b>DIVISION OF COMMUNICATIONS &amp; RECOGNITION</b> <b>SUITE 511 (4-3433), 866-725-5463</b> <b>DIRECTOR'S OFFICE</b> Ivory Henry, x 2110 <b>Tina Johnson, x 2118</b> <b>COMMUNICATIONS</b> Margaret Harney, x 2140	
<b>WORKPLACE RELATIONS</b> <b>Linda House, x 2017</b> <b>EMPLOYEE RECOGNITION</b> Debbie Bohannon, x 2117	

<b>DEPARTMENT FOR PERSONNEL ADMINISTRATION</b> <b>COMMISSIONER'S OFFICE, ROOM 530</b> Bill Ryan (4-2611) Stephany Ivers (4-7571, x 2510) David Cooke (4-2428)	
<b>DIVISION OF EMPLOYEE RECORDS</b> <b>DIRECTOR'S OFFICE, ROOM 533 (4-6464 or 4-6484)</b> <b>Jackie Shrout, x 2544</b> Kimberly Hatter, x 2561 <b>PAYROLL, ROOM 535 (4-6883)</b> Gail Cooper, x 2528 <b>Carol Kelien, x 2519</b> Jo Ann McAlister, x 2518 Greg McGaughey, x 2527 Yvonne Mahoney, x 2515 Mike Rice, x 2553 Betty Warford, x 2514	
<b>PROCESSING/FILES, ROOM 531</b> <b>Carolyn Bruce, 4-6873, x 2532</b> Sissy Burnham, 4-6873, x 2535 Lisa Case, 4-6873, x 2531 Sandra Darneal, 4-6873, x 2534 Dena McGuire, 4-7543, x 2539 Donna Parker, 4-6873, x 2533	
<b>DIVISION OF CLASSIFICATION &amp; COMPENSATION</b> <b>801 TETON TR (573-0318)</b> <b>DIRECTOR'S OFFICE</b> <b>Jim Stanley, x 222</b> Terry Sullivan, x 237 Susan Jeffers, x Jim Lambert, x <b>CLASSIFICATION</b> Peggy Brady, x 223 Carla Gray, x 225 Phyllis Harris, x 227 Vickie Hatchel, x 224 Marilyn Vance, x 233	
<b>COMPENSATION</b> Krista Hayden, x 221 Debbie Parido, x 232 <b>Gary Shrout, x 231</b> Mark Thompson, x 226 <b>PERFORMANCE MGMT (573-0325)</b> Regina Edington, x 236 Regina Gravitt, x 235 <b>Johnny Keene, x 234</b>	
<b>DIVISION OF STAFFING SERVICES</b> <b>DIRECTOR'S OFFICE, SUITE 517 (4-6920)</b> Rebecca Billings, x 2632 <b>EMPLOYMENT COUNSELING (4-8030)</b> Shona Alderson, x 2626 Scotty Barker, x 2615 Stuart Clark, x 2603 Kim Combs, x 2602 Mary Greenwell, x 2619 Marilyn Marshall, x 2624 James Mason, x 2628 <b>Karen Neeley, x 2625</b> Rose Nipp, x 2648 Kristy Sturgill, x 2636 Tracy Young, x 2634	
<b>REGISTER, (4-6922)</b> Melissa Baughn, x 2653 Roberta Brownlee, x 2643 Dorothy Burton, x 2657 Cheri Chambers, x 2635 Sharen Fogle, x 2654 Kay Goodwin, x 2659 Beth Hicks, x 2655 Sharon Smither, x 2642 <b>Kay Wallace, x 2639</b> Lucy Wheeler, x 2637	
<b>APPLICANT PROCESSING (4-8030)</b> Deborah Cook, x 2612 Tonya Davis-Hein, x 2610 Denice Driver, x 2616 <b>Denise Jones, x 2622</b> Farrah Keith, x 2627 Corvell Raybon, x 2613 Amanda Sewell, x 2651 Peggy Smith, x 2618 Robin Smith, x 2621 Flo Warner, x 2614	
<b>STAFFING ANALYSIS (4-6702)</b> <b>Marina Alford, x 2647</b> Yvonne Beghtol, x Gay Lee, x 2644 Samuel Moore, Sr., x 2658 Kimberly Roush, x 2645 Kevin Shipp, x 2649 Holly Simpson, x 2656 Neil Popplewell, (Regional Test Center) 564-7602, x 2617	
Class & Comp (Teton Trail) Deferred Comp Employee Records (Rm 535) Employee Relations (Suite 511) OPEHI (Room 501) Health Insurance (Room 503) KEAP (Bush Building) Life Insurance (Room 503) Member Services Branch (Suite 501) Performance Mgmt (Teton Trail) Secretary's Office (Rm 516) Staffing Services (Director's Office) Staffing Services (Register) Staffing Services (Emp. Cnsl) Systems Management (Room 529) Workers Comp (Suite 511)	
FAX 573-0324 FAX 573-4494 FAX 564-5826 FAX 564-4311 FAX 564-5278 FAX 564-1085 FAX 564-5189 FAX 564-4034 FAX 564-0364 FAX 573-0324 FAX 564-7603 FAX 564-3588 or 564-5251 FAX 564-5414 FAX 564-0512 FAX 564-2274 FAX 564-9119	
IDMS (Room 529) State Operator Personnel Answer Line Quick Copy Small Conference Room Large Conference Room Conference Room – Teton Trail File Room – Teton Trail Smoke Room – Teton Trail Janitorial Staff	
564-0198, x 2241 564-3130 564-8339 or 866-725-5463 564-2670 Speakerphone x2223 / Handset x2215 Speakerphone x2229 / Handset x2522 573-0318, x 238 573-0318, x 239 573-0318, x 242 564-0198, x 2940	